

Town of Frederick Board of Trustees



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AM 2009-007


Appointment of Municipal Court Judge Position

Agenda Date: Town Board Meeting - January 13, 2009

Attachments:

- a. Application and resume of top three candidates
- b. Resolution

Fiscal Note: Position is budgeted for in 2009 Budget.


Finance Director

Submitted by: 
Assistant Finance/HR Director

Approved for Presentation: 
Town Administrator

AV Use Anticipated Projector n/a Laptop n/a

Certification of Board Approval:

Town Clerk

Date

Summary Statement:

Due to the unexpected vacancy of the Municipal Court Judge position, the Town is in need of appointing a Municipal Court Judge.

Detail of Issue/Request:

In early September 2008, the Municipal Court Judge position was unexpectedly vacated. Since then staff has conducted a recruitment process to successfully fill this position that is appointed by the Board, this appointment is for a two (2) year term.

After the position was vacated, a job audit and analysis was conducted on the position to determine and update the necessary knowledge, skills, and abilities required of the position and the relative importance in comparison of the position with the labor market (salary survey), the personal qualifications necessary for successful performance of the job, and the conditions under which the work is performed. The recruitment process began with the selection of a recruitment committee that consisted of the Mayor, Town Administrator, Municipal Court Clerk, and the Assistant Finance/HR Director. After a job analysis and market study was completed the position was posted on the Town's webpage, in Colorado Municipal League's (CML) job finder, and in the Colorado Municipal Judge Association (CMJA) for a two week period.

After the position closed, the Town received a total of 11 applications for the position. In order to be fair and consistent in the screening process, the screening and evaluation of the candidates were broken down into the following three tiers: 1) Candidates that have actual experience as a municipal judge and documented liquor license experience (two candidates met these qualifications), 2) Candidates who have a combination of judge experience and or experience working for a municipality as a lawyer and or liquor license experience (eight candidates met these qualifications), and 3) Candidates who have no municipal judge/legal experience or liquor license experience (one candidate who met these qualifications). Of the 11 applications received, the recruitment committee selected 10 candidates to be interviewed that have either tier one and or tier two qualifications, this also provided more diversity in the pool of candidates selected to be interviewed.

The recruitment committee developed a comprehensive set of oral board questions that were consistently asked of each candidate over a two day period the interviews where conducted. After assessing each candidate's strengths and weaknesses, the recruitment committee reached a consensus on the top candidate for the position to be Jeff Cahn. Jeff has over six years experience as an Associate Judge for the City of Boulder, and six years as a prosecuting attorney for the City of Westminster. Moreover, the recruitment committee recommended William Hardesty and Roger Buchholz to serve in a substitute capacity as Municipal Judge for the Town.

Lastly, the top candidate for the position, Jeff Cahn, and the substitutes, William Hardesty and Roger Buchholz, references provided exceptionally positive feedback during the background portion of the recruitment process. In addition, all of the finalists past employment, education, and admittance and current status of their license to practice law in the State of Colorado were all verified with the Colorado Supreme Court Office of Attorney Registration.

Legal/Political Considerations:

Frederick is a court of record and is required to have a judge.

Alternatives/Options:

To reopen the position and begin the recruitment process again.

Financial Considerations:

Position is budgeted for in 2009 Budget.

Staff Recommendation:

Staff recommends that the Board appoints Jeff Cahn as the Municipal Court Judge, and to appoint William Hardesty and Roger Buchholz as a substitute Municipal Court Judge for the Town.